

Using Acrobat Reader



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What is Acrobat Reader?

Adobe Acrobat Reader allows anyone to *view, navigate,* and *print* documents created in the *Portable Document Format* (PDF), as well as to *fill out forms* created with Acrobat.

Acrobat Reader is distributed *free of charge* by Adobe. Click [here](#) to download a copy.

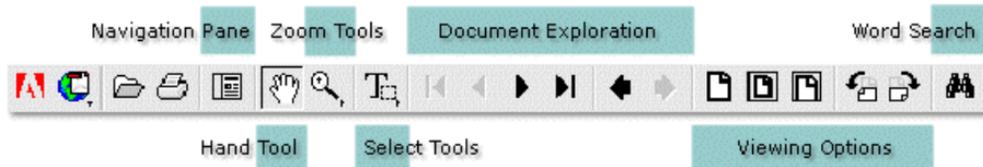


What is a PDF file?

A PDF file lets you *view* and *print* a document *exactly* as the author *designed* it, without needing to have the *same application* used to create the file. For this reason, PDF has become the de facto standard for electronic distribution of documents because it is the best way to keep the *look and feel* of the original document intact.

Acrobat Reader Toolbar

Below is the Acrobat Reader 4.05 *toolbar*:



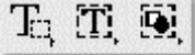
Accessing hidden tools

If a tool has a small black triangle in its lower right-hand corner, then it has a **hidden** toolbar associated with it.

To **activate** a hidden toolbar, place your cursor over the parent button. When you click and hold down the left mouse button, the hidden tools appear. To **select** one of the tools, keep your mouse button pressed and move the cursor over the desired tool's icon. The tool's button will appear pressed in, indicating it has been selected. Release the mouse button. The hidden toolbar disappears and the main toolbar now shows the icon for selected tool.

The hidden **tools** in Acrobat Reader are:

<i>Tool</i>	<i>Description</i>
 The image shows a small toolbar with two icons: a magnifying glass with a plus sign inside (representing 'enlarge') and a magnifying glass with a minus sign inside (representing 'reduce'). Both icons have a small black triangle in their lower right-hand corner, indicating they are hidden tools.	Zoom tools: Allow you the enlarge or reduce the document size as displayed on the screen.

<i>Tool</i>	<i>Description</i>
	Select Tools: Allow you (in order from left to right) to select <i>text</i> , select <i>text formatted</i> in a <i>table</i> or <i>column</i> , or select <i>graphics</i> .

Acrobat Reader Status Bar

Below is the *status bar* that is found at the bottom of the Acrobat Reader window:



Opening PDF documents

There are two ways to *open* PDF documents:

<i>Tool</i>	<i>Description</i>
	From within Acrobat Reader: Click the <i>Open</i> button in the toolbar (or choose File > Open from the menu). In the Open File dialog box, select the filename, and click Open. (PDF documents have the file extension, <i>.pdf</i> .)
<filename>.pdf	From a folder: Double-click the <i>filename</i> (or icon) of the PDF document in your computer's file system.

Exploring a document

Acrobat Reader has a number of tools to let you navigate through a document:

<i>Tool</i>	<i>Description</i>
	<p>Moving around the Current Page: The simplest way to move around the current page is to use the hand cursor. Press the left mouse button and the hand becomes a fist, grabbing the page. With the mouse button held down, you can drag or push the page anywhere on the screen. The vertical scroll bar on the right of the screen lets you move up or down the page by line (via the arrows), by half-page (click in the scroll area), or by user-selected distances (drag the scroll button).</p>

<i>Tool</i>	<i>Description</i>
	Paging through a Document: These arrow keys (in order from left to right) let you move to the first , previous , next , or last page of your document.
	Viewed Pages: These arrow keys let you move backward and forward through the pages you've already viewed in the order you've viewed them.
	Go-To Page: To jump to a specific page, click the page number box in the status bar at the bottom of the main window, type the page number, then click OK.

<i>Tool</i>	<i>Description</i>
	<p>Navigation Pane: If the author of the document has defined <i>thumbnails</i> or <i>bookmarks</i> for the document, then you can use the navigation page to browse through the document using either palette. You can also navigate the document by following the <i>links</i> established by the author. When you position the cursor on any of these links, it will change from its default form to the standard Internet <i>pointing finger</i> cursor. Click on the link and you will move to the referred section of the document.</p>

Viewing Options

You can use the **zoom**, **fit-page**, and **rotate** tools, as follows, to adjust the view of the document displayed on your screen:

<i>Tool</i>	<i>Description</i>
	<p>Increase magnification: Select the zoom in tool on the document page to double the current magnification. Or you can click the magnification box in the status bar and choose a magnification level. If you choose Zoom To, type in the magnification level and click OK.</p>
	<p>Decrease magnification: Select the zoom out tool while holding down Ctrl (Windows) or Option (Macintosh) and click at the center of the area you want to reduce. Or you can click the magnification box in the status bar and choose a magnification level. If you choose Zoom To, type in the magnification level and click OK.</p>

<i>Tool</i>	<i>Description</i>
	Actual Size: Sets the zoom of the page to 100% .
	Fit Page In Window: Makes the current page fit inside the window.
	Fit Page Width Inside Window: Makes the visible width of the current page fit inside the window.
	Rotate: These buttons let you rotate pages clockwise or counterclockwise for easier viewing.

Searching for text

With the Find command, Acrobat Reader helps to find a complete (or partial) word in the current PDF document:

<i>Tool</i>	<i>Description</i>
	Searching for text: To find a word, click the Find tool (or choose Tools > Find). Choose Match Whole Word Only, Match Case, or Find Backwards.

Completing PDF Forms

Acrobat Reader allows you to fill out forms created in PDF format:

<i>Tool</i>	<i>Description</i>
	<p>To fill out a PDF form: Select the Hand tool. Position the pointer inside a form field, and click. The cursor changes to an I-beam pointer, allowing you to type text. (NOTE: If the form field is a button, a check box, a radio button, or an item from a list, the cursor changes to an arrow.) After entering text (or selecting an item, check box, or radio button), do one of the following:</p> <ol style="list-style-type: none">1. Press Tab to accept the form field change and go to the next form field.2. Press Shift+Tab to accept the form field change and go to the previous form field.3. Press Enter (Windows) or Return

<i>Tool</i>	<i>Description</i>
	<p>(Macintosh) to accept the form field change and deselect the current form field.</p> <ol style="list-style-type: none"><li data-bbox="348 236 1084 335">4. In a multi-line text form field, Enter or Return goes to the next line in the same form field.<li data-bbox="348 381 1059 449">5. Press Escape to reject the form field change and deselect the current form field. <p>Once you have filled in the appropriate form fields, print out the completed form.</p>

Why can't I save the forms I complete in Acrobat Reader?

Acrobat Reader does **not** allow you to **save** completed forms to disk. It **only** lets you **complete** form fields and **print** out the completed PDF form. When you **quit** out of the application, the data you input is **lost**. If **saving** completed forms is desired, you will need to **purchase** either **Acrobat Business Tools** or the complete **Acrobat** suite.

Click [here](#) for a detailed **comparison** of all of the **Acrobat** products.

Printing PDF documents

Acrobat Reader allows you to print PDF documents, as well as completed PDF forms:

<i>Tool</i>	<i>Description</i>
	To print: First set your general printing options using File > Page Setup. Then, click the Print button (or choose File > Print). Specify the printer, page range, number of copies, and other options, then click OK.

I need *more* help . . .

If your Acrobat Reader question wasn't answered above, then you can:

1. Access Acrobat Reader's online guide using Help > Reader Guide; *or*,
2. Click [here](#) to query Adobe's support database on Acrobat Reader.